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26 November 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: 25X1A6a
Building - Improvements in Rooms 215, 245,
246, and 247

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1. Reference is made to prior discussions regarding improvements in Rooms 215, 245, 246, and 247, Building, which are to be occupied by the Director, Deputy Director, and their secretaries.

2. According to the Superintendent, PBS, State Group, it will cost approximately \$27,450 to effect the improvements listed below:

- a. Furr out walls and install white oak paneling as per the finished sample which is now in your possession. (Special efforts are being made to obtain a light colored hand-rubbed finish.)
- b. Provide a central air conditioning system for the four rooms.
- c. Provide hung ceiling of 12" by 12" perforated acoustical tile.
- d. Provide convector type radiation in the Director's office.
- e. Provide adequate fluorescent illumination. Fixtures to be set flush with finished ceiling.
- f. Provide electrical convenience outlets as required.

3. The \$27,450 estimate is distributed by crafts as follows. This estimate includes costs of labor and material:

Carpenters	\$12,744
Painters	1,226
Electricians	7,000
Plumbers	3,430
Engineers	3,050
Total	<u>\$27,450</u>

4. It is my understanding that the Deputy Director has stated that the cost of paneling the four rooms may be excessive. He requested that an estimate be obtained using acoustical finish on the walls. Public Buildings Service representatives estimate that it will cost approximately \$5,000 for

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acoustical treatment as opposed to the \$6,700 for plywood paneling. Actually, there is a difference of only \$1,700 if the plywood paneling is applied, plus the added advantage of obtaining a finished product of which we can all be proud.


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5. During his conversation with Messrs. [REDACTED] of the Space, Maintenance, and Facilities Branch on Wednesday, 24 November, Mr. [REDACTED] indicated that the room to be occupied by Mr. [REDACTED] as well as the Director's second office, should be finished in the same manner as Rooms 215, 245, 246, and 247. An estimate was requested for the two additional rooms and PBS advised us this date that it would cost approximately \$5,000. This cost is not included in the \$27,500 mentioned in paragraphs 2, 3, and 6.

6. A job order in the amount of \$27,450 was forwarded to the PBS Superintendent on 16 November 1954, covering the cost of improvements in Rooms 215, 245, 246, and 247. Steps are being taken by the PBS State Group to obtain necessary materials.

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JAMES A. GARRISON
Chief of Logistics